

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Establishment of Operating Logs</p> <ul style="list-style-type: none"> Logs should be established for all key control points including operations supervisor, and control room operator. Provide narrative sections on round sheets when logs are not used at a particular control point. 	<p>1. Establishment of Operating Logs</p> <ul style="list-style-type: none"> Logs are maintained for all key shift positions, See OPM 1.2, "CAD Documents." For the TVDG, TVDG OPM 10026, "Operating Reporting and Logbooks," lists log books and describes their contents. Narrative sections are provided on log sheets where appropriate. 	<p>1. Establishment of Operating Logs</p> <ul style="list-style-type: none"> None.
<p>2. Timeliness of Recordings</p> <ul style="list-style-type: none"> Log information should be recorded as soon as possible to prevent inaccuracies. 	<p>2. Timeliness of Recordings</p> <ul style="list-style-type: none"> Operations logbooks are completed as events progress but in no case later than the end of each shift see OPM 2.7, "Logkeeping," and TVDG OPM 10026, "Operating Reporting and Logbooks." 	<p>2. Timeliness of Recordings</p> <ul style="list-style-type: none"> None.
<p>3. Information to be Recorded</p> <p>Provide written guidance to define the type, scope, and format of entries.</p> <p>Minimum information required:</p> <ul style="list-style-type: none"> Changes in facility operating mode or condition Record of critical data Abnormal facility configurations Status changes in safety-related or important equipment Occurrences of reportable events Initiation and completion of surveillance tests Actions that breach operational safety limits Security incidents Out-of-specification chemistry or process results Shift reliefs 	<p>3. Information to be Recorded</p> <p>Information to be recorded is identified in OPM 2.7 and TVDG OPM 10026.</p> <p>Minimum information required:</p> <ul style="list-style-type: none"> changes in accelerator operating mode or condition record of critical accelerator data and shift summaries abnormal accelerator or experimental area configurations status changes in safety-related or important equipment such as access control system changes occurrences of reportable events initiation and completion of check-off lists actions that breach operational safety limits security incidents such as theft out-of-specification process results such as high beam losses shift and personnel changes 	<p>3. Information to be Recorded</p> <ul style="list-style-type: none"> None

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<p>4. Legibility</p> <ul style="list-style-type: none"> Logs must be legible, understandable and suitable for photocopying. 	<p>4. Legibility</p> <ul style="list-style-type: none"> OPM 2.7, "Logkeeping," indicates that entries are to be legible and made with a pen in a color that can be photocopied. Supervisors and Q staff check logs to ensure that entries are appropriately done. 	<p>4. Legibility</p> <ul style="list-style-type: none"> None
<p>5. Corrections</p> <ul style="list-style-type: none"> Do not erase or cover up entries; score them out with a single line. 	<p>5. Corrections</p> <ul style="list-style-type: none"> OPM 2.7, "Logkeeping," indicates that log entries are to be crossed out with a single line and are not to be completely obscured. 	<p>5. Corrections</p> <ul style="list-style-type: none"> None.
<p>6. Log Review</p> <ul style="list-style-type: none"> Logs must be reviewed periodically by supervisors. 	<p>6. Log Review</p> <ul style="list-style-type: none"> Logbooks, or photocopies, are made readily available and are reviewed each day during operations by supervisors and management. Formal review of logs is periodically performed by the CAD Q staff (see OPM 13.10.1). Log entry summaries for each shift are E-mailed to supervisors/managers. Within the TVDG, review of some logs are specified in the TVDG maintenance program. The most significant logs are reviewed by the Operations Supervisor. 	<p>6. Log Review</p> <ul style="list-style-type: none"> None.
<p>7. Care and Keeping of Logs</p> <p>Provide written guidance on the disposition of completed logs:</p> <ul style="list-style-type: none"> Make available for operators returning after an absence Storing for expected life of the facility Retrieving stored logs 	<p>7. Care and Keeping of Logs</p> <p>Written guidance on the disposition of logbooks is provided in OPM 2.7, "Logkeeping."</p> <ul style="list-style-type: none"> availability for operators returning after an absence is described storing for expected life of the CAD is described retrieving stored logs at CAD is described. Completed TVDG logs are stored in the TVDG Control Room, the office of the TVDG Operations Supervisor and the TVDG Electrical Equipment Room. All of these areas are either accessible to operations at all times or access can be arranged. 	<p>7. Care and Keeping of Logs</p> <ul style="list-style-type: none"> None.